

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

22 NOVEMBER 1988

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

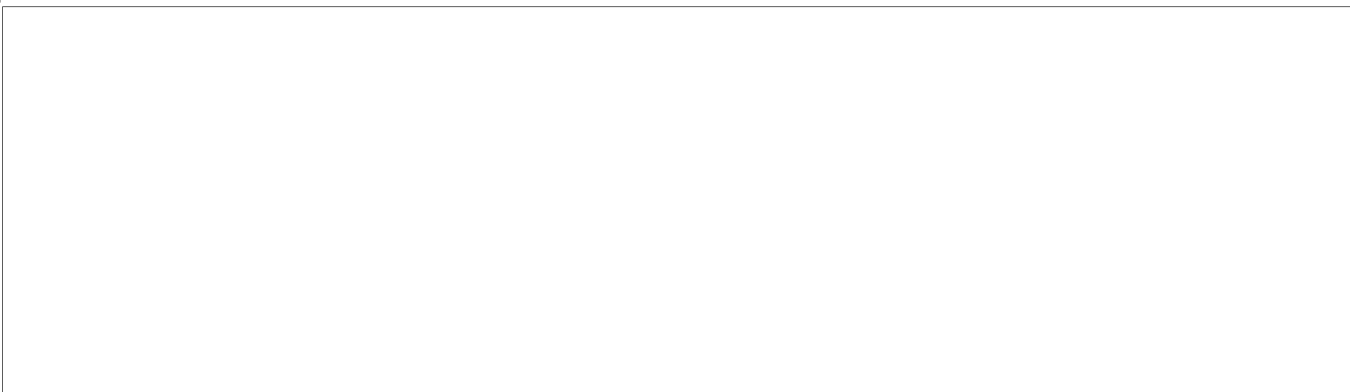
2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

25X1 ✓ a. Agency Contracts Group, Office of Logistics, exercised an option to renew a contract on behalf of Office of Personnel/ Employment with Stackig, Sanderson & White. The \$288,600 added to the contact is for employment recruitment advertising and related expenses. The contract period of performance shall be from 1 October 1988 through 30 September 1989. No significant problems of contract performance is expected under this effort. 25X1

25X1 b. Agency Contracts Group, Office of Logistics, negotiated a \$37,645 firm-fixed-price contract with Farren Associates, Inc., on 16 November 1988. The contract provides for several runnings of the "Partners in Career Management" workshop which was developed for the Agency by the contractor. The negotiated price was \$37,645 which breaks down to \$7487.50 per running plus materials in the amount of \$7695.00. These workshops will be performed on behalf of the Office of Personnel, Deputy Director of Administration, for the purpose of providing managers in DS&T with training needed to hold effective Career Development discussions with their employees. The period of performance for this action is 1 October 1988 to 30 September 1989. 25X1

S E C R E T

25X1



25X1

d. Agency Contracts Group, Office of Logistics, negotiated a \$19,400 firm-fixed-price purchase order with Weynand Associates on behalf of Headquarters/TV Center. The contract provides for four runnings of advanced video production training for the Center's production specialists and graphic artist. This training will keep employees current with technical developments in the TV field. [redacted]

25X1

e. Agency Contracts Group, Office of Logistics, negotiated a \$2,850 firm-fixed-price purchase order with [redacted] on behalf of the Office of Personnel/Training for a 1-day outdoor team development workshop. The workshop is to be held at the Maderia School in Great Falls on 18 November 1988 and is designed to teach skills and concepts of teamwork, leadership, and group problem solving. [redacted]

25X1
25X1

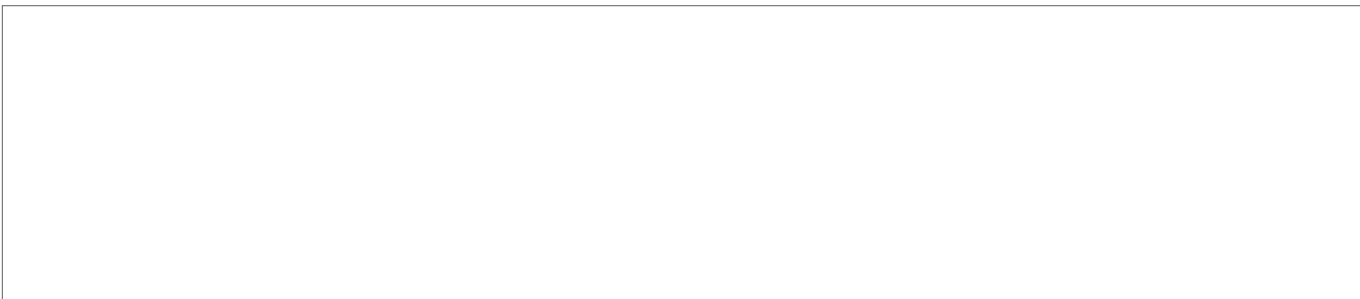
25X1

f. Agency Contracts Group, Office of Logistics, negotiated a \$2,100 firm-fixed-price purchase order with Sutton Enterprises on behalf of the Office of Training and Education, Secretarial Training Branch, for a 3-day running of "Women in the Work Force." This is a very popular recommended course for secretaries. [redacted]

25X1

g. Agency Contracts Group, Office of Logistics, negotiated a \$25,140 firm-fixed-price contract with Cognitive Science Corporation on behalf of the Office of Training and Education, Leadership Development Division, for four 3-day runnings of "Decision-making/Problem Solving for Managers." This course is part of the Electives for Managers Program which is part of OTE's Executive Development Training. [redacted]

25X1



25X1
25X1
i. Agency Contracts Group, Office of Logistics, received a request for 26 tempested laser printers and periphery equipment from IMS/FSG/LOG. A contract was negotiated with Mitek Systems Inc. in the amount of \$101,791.50 for the purchase of Mitek Model 120T. It is interesting to note the two available tempested models on the market (Wang and Mitak) are both a modified version of Hewletts Packer's laser printer. However, since Mitek tempests for itself as well as Wang their price and deliver was naturally more competitive. We are in the process of working up a requirements contract with Mitek Systems for our future needs on tempested laser printers. [redacted]

25X1
k. On 14 November 1988, Facilities Management Group Contracts Team, Office of Logistics, issued a contract modification to Guest Services, Inc. to decrease funding and to provide for overtime work in the Executive Dining Room. This modification (\$15,000) decreased the value of the contract to \$35,000. [redacted]

25X1
25X1
✓ 1. On 16 November 1988, Facilities Management Group Contracts Team, Office of Logistics, negotiated an extension to the Beltway Transportation contract. The contractor provides shuttle bus service to and from the parking lots and the Main Gate. The contract is being extended through 31 December 1988, at which time the contractor's effort will end. Agency buses will be used beginning 3 January 1989. ^{\$33,560} ~~The negotiated fixed price for the October through December effort is \$33,550. A contract modification was issued on 18 November 1988.~~ [redacted]

25X1
25X1
✓ m. On 16 November 1988, Facilities Management Group Contracts Team, Office of Logistics, opened bids for renovations to the 7G00 area in the Original Headquarters Building in support of the Headquarters Backfill Program. Bids were received from four contractors. The lowest priced, responsive and responsible bidder was Hitt Contracting, Inc, who submitted a bid in the amount of \$299,900. The contract will be awarded on 22 November 1988. [redacted]

25X1
n. On 17 November 1988, Facilities Management Group Contracts Team, Office of Logistics, issued a contract modification to [redacted], General Contractors for miscellaneous changes issued during contract performance on the renovation of OL space in the New Headquarters Building and to extend the period of performance to 31 December 1988.

25X1 Discussions were held with the contractor and an increase of \$10,928 was negotiated. The total value of the contract is now \$56,000. [REDACTED]

25X1 ✓ yd o. On 17 November 1988, Facilities Management Group Contracts Team, Office of Logistics, conducted negotiations with Ogden Allied to extend the ~~Compound's~~ ^{HEADQUARTERS} Operations and Maintenance contract through September 1989, and to provide additional funding to cover the increased level of effort. An increase in funds of \$18,584,797 was negotiated. ~~This increased the value of~~ the contract to \$35,776,018. [REDACTED]

p. On 18 November 1988, Facilities Management Group Contracts Team, Office of Logistics, issued the following Invitation for Bids (IFB):

- IFB 89-Z07 for the Renovation to Ground, First, Third, Fourth, and Fifth Floors Center Section and South Tower of the New Headquarters Building in support of the Office of Personnel. The estimated price range is between \$250,000 and \$500,000. The IFB was sent to seven contractors and requires bids to be submitted by 15 December 1988.
- IFB 89-Z08 for Renovation to the Eleventh Floor of the Key Building in support of the DCI's Security Evaluation Office. The IFB was sent to three contractors and requires bids to be submitted by 29 November 1988.

25X1 [REDACTED]

25X1 [REDACTED]

3. Significant Events Anticipated During the Coming Week:

4. Management Activities and Concerns:

None

Page Denied